

TENNESSEE PRISON FOR WOMEN

VISITATION HANDBOOK



August, 2007

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1. MESSAGE FROM THE WARDEN

This handbook has been designed to assist you by providing some basic information about Tennessee Prison for Women and its various regulations. Our handbook is not all-inclusive, but should cover many areas that you, as a visitor, will be required to know.

It is our sincere hope that your visits are pleasant and rewarding as you maintain contact with family members and friends. We expect all visitors to comply with these regulations so that visitation can be meaningful for adults and children alike. All children entering the institution are to be supervised by an attending adult at all times.

Visitation is important in the life of all inmates at Tennessee Prison for Women and is a program that we wished to preserve and encourage. With your cooperation and support, we can all maintain a beneficial visitation program.

Jewel Steele, Warden

2. INTRODUCTION

Jewel Steele, Warden
Debra Johnson, Deputy Warden

The Tennessee Prison for Women is located approximately five miles north of downtown Nashville in the Bordeaux area. The mailing address is:

Tennessee Prison for Women
3881 Stewarts Lane
Nashville, Tennessee 37243-0468
(615) 741-1255

This address is also used for the Tennessee Prison for Women Annex, which is located across from the main facility on Stewarts Lane.

The present Tennessee Prison for Women opened on July 1, 1965. In 1974, an additional wing was added to Unit II; in July 1981, the Minimum Security Annex was acquired; and in May 1990, the new Vocational/Education Building was completed. A new living unit (Unit 1) was opened in October 1997. The year 2001 saw the completion of TPFW's largest construction project yet, which involved substantial renovation and addition to the building housing the kitchen; this building also houses the Security Operations area, Property Room and Intake. Two new inmate housing units were opened-Unit 2, a 256 bed medium security unit which also includes the therapeutic community program and Unit 3, a 120 bed Maximum Security Unit which houses special needs, intake, close security and maximum security. The old school building was renovated and now contains the Inmate Library, Mental Health Offices, New Start Pre-release Program, Chapel and several classrooms. The gym is also located in this building. Massive renovation was also made to the old treatment building, which now houses an expanded Health Services area, including a ten bed infirmary. The other end of the building houses an expanded visitation area and a 16 bed child visitation area.

The Tennessee Prison for Women houses inmates with custody levels ranging from maximum to minimum; however, the primary designation is that of a maximum custody institution. The Tennessee Prison for Women is a classification and diagnostic center as well as a time-building institution.

The purpose of the Tennessee Prison for Women is to securely house females convicted of a felony in the State of Tennessee and sentenced to imprisonment in the penitentiary according to Tennessee Code Annotated 41-1-101 and 41-1-201.

TDOC/Facility Handbooks will be available at
<http://state.tn.us/correction/institutions/visitation.html>

3. VISITATION SCHEDULE

FRIDAY: Visitation will open when 4:15 count clears. Inform your visitor(s) visitation opens at 4:30 p.m. The cut off time for a visitor to sign in is 8:00 p.m. (visitors must be here before 8:00 p.m.). Visitation is closed at 8:30 p.m. Only inmates that are unable to visit on Saturday or Sunday will be allowed to visit on Friday Evening.

SATURDAY: Visitation will open at 8:30 a.m. (Visitors are not admitted until 8:30 a.m.) Visitation will close at 3:30 p.m. The cutoff time for a visitor to sign in is at 3:00 p.m.

SUNDAY: Same as Saturday.

NOTE: Checkpoint will open for the processing of visitors at the following times on Saturday and Sunday. Visitors are not allowed to be at checkpoint other than times listed below.

8:30 a.m. thru 10:00 a.m.

11:30a.m. thru 1:30 p.m.

2:30 p.m. thru 3:00 p.m.

Please keep in mind that your visitor must be here before the cut off time.

4. NUMBER OF VISITORS ALLOWED

No more than four adult visitors will be allowed per offender. There will be no limit on children age eighteen years of age provided that they are accompanied by their parent, legal guardian, or guardian who is also on the inmates approved visiting list. Identification is not required for children under the age of 16 years of age; however a visitation application CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form (CR-2152, page 2). Which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched.

If the visit is a non-contact visit there will be a limit to two visitors over the age of eighteen and four children under the age of eighteen.

5. DURATION OF VISITS

Visitors will be allowed a minimum of two (2) hours to visit within the scheduled visitation time. Once the visitation area is full, additional visitors will not be allowed access until those in the area have had at least two (2) hours to visit. At that point, if visitors have visited two (2) hours or more that visit will be terminated to allow someone else in to visit.

6. FACILITY DIRECTIONS

The Tennessee Prison for Women is located approximately five miles north of downtown Nashville in the Bordeaux area. The mailing address is:

Tennessee Prison for Women
3881 Stewarts Lane
Nashville, Tennessee 37243-0468
(615) 741-1255 ext. 1273

This address is also used for the Tennessee Prison for Women Annex, which is located across from the main facility on Stewarts Lane.

7. LODGING ACCOMMODATIONS IN THE AREA

The following are motels/hotels near Tennessee Prison for Women:

Baymont Inns & Suites	Phone: 350-0700
5612 Lenox Avenue	
Nashville, Tennessee 37209	

Comfort Inn (I-40, Exit 204)	Phone: 356-0888
412 White Bridge Place	1-888-443-8357
Nashville, Tennessee 37209	

Days Inn	Phone: 356-9100
269 White Bridge Road	
Nashville, Tennessee 37209	

For your information:

Reconciliation Guest House	Phone: 292-6371
708 51 st Avenue North	
Nashville, Tennessee 37209	

8. CHILDREN'S PLAY AREA AND RULES

A Children's play area is located in the Main compound visitation lobby. An adult must accompany the child when they are in the play area.

9. PICNIC AREA

The Tennessee Prison for Women provides a picnic visitation area for all offenders' classified minimum or medium custody. Picnic visitation dates and hours are as follows

The Picnic area on the main compound will be open on pre-approved days. Notices on these days and allowable items will be posted in advance to these days.

A picnic list with allowable food items and allowable amounts will be available at checkpoint and will be made available upon request to inmates that are eligible to picnic.

During picnic season Annex inmates procedure will involve one day in the visitation area and one day on the picnic area each weekend

First 15 weeks:

Visitation Gallery	Saturday
Picnic Area	Sunday

Second 15 weeks:

Picnic Area	Saturday
Visitation Gallery	Sunday

The visitation areas change the third (3rd) weekend of July each year

- Annex visitors using the picnic areas will be restricted to the following areas: the grassy area between the playground equipment and the sidewalk in front of Dorm V will be utilized for picnics. Offenders and their visitors will be permitted to escort their children to the playground area. All other areas of the facility are off limits.
- No offender will be permitted in these defined areas unless with an approved visitor. No other visitors are permitted to join those already on the picnic area. This applies to the Main compound
- Offenders will not be allowed to bring radios or any other items to the picnic area. No may be taken out of the visitation lobby by an inmate.
- Inmates are allowed only one picnic a day.
- The rules for the visitation area also apply in the picnic area.
- No sharing of tables.
- Where playground equipment is available, the playground equipment is to be utilized by small children with caution. Except for small children, sitting or lying on the ground is **NOT** allowed.
- Sitting or standing on top of table(s) is not allowed.
- No straddling the benches.
- No ice chest or car seats on top of table(s) or seat(s).
- Inmates or visitors are not allowed to talk to inmates not on the picnic area.
- Before leaving the picnic area, inmates and visitors are responsible for removing litter from their area.
- No blankets, sheets, or any type of covering will be permitted into the picnic area or on the ground.
- No clothing or shoes are to be removed by children or adults.
- No walking around the perimeter of the picnic area by anyone.
- The grassy area around the pavilion on the Main compound is off limits.
- No standing at the picnic tables.
- Once on the picnic area no one can join them.

Visitors are strongly encouraged to limit their picnic items to only those items listed, which can reasonably be consumed during the visitation period. Excessive items will only cause delays in processing and will shorten your available visitation time. No food items are to be taken from the picnic area and consumed in any other area. At the conclusion of the picnic, any left over food items or utensils must be removed from the picnic visitation area and be taken out of the facility.

Offenders and their families choosing to use the picnic area must be aware that if the shift supervisor determines that it is necessary to close the picnic area due to inclement weather, the visit will be terminated. It will remain closed the rest of the day. Visitors at the annex who choose to picnic will be escorted off the compound if it is closed due to inclement weather.

Children must be closely supervised while in the picnic area and must not use the playground equipment without adult supervision.

Violation of any of these rules is cause for termination of the visit.

The playground equipment in front of Dorm V is to be utilized only by small children with adult supervision. The complete area is closed on Saturday, Sunday, and Holidays to inmates not authorized to picnic.

10. RESTROOMS

MAIN COMPOUND

Visitors may utilize restrooms marked “VISITOR ONLY” in the visitation gallery. Offenders may, one at a time, utilize the restroom marked “INMATE ONLY” in the visitation gallery. When on the picnic area visitor/inmates will have access to restrooms in the visitation gallery.

ANNEX

Visitors are to utilize the restroom located in the P-Building. Small children are to be escorted to the restroom by the visitor bringing the child. When on the picnic area visitors/inmates will have access to port-o-johns marked.

Note: only one person is allowed in the restroom at a time. Small children may be accompanied into the restroom by the visitor that brought them. At no time are any inmates allowed to accompany anyone to the restroom.

11. DRESS CODE

Persons entering The Tennessee Prison for Women should dress comfortably and in casual attire; however, they shall be expected to comply with the following basic dress requirements.

- Clothing shall fit in an appropriate manner. Clothing appearing to be too large or too small for the wearer, which creates obvious gaps or exposure, or would present a hazard to the wearer will not be allowed.
- Visitors must wear undergarments. (Samples of undergarments deemed inappropriate are thongs and water brassieres.) Underwear must not be exposed.
- Appropriate footwear to provide basic foot protection shall be required while on institutional grounds. Open toe shoes or sandals are permitted. Steel-toed shoes, shower shoes and flip-flops, are prohibited.

- Shorts or skirts are permitted provided the leg is covered to within three inches above the knee in a standing position with the garment worn in the position in which it is intended to be worn. No wrap around skirts or swimwear.
- No garments manufactured from spandex or spandex-type fabrics.
- No clothing that is transparent or translucent in nature.
- No sleeveless shirts and blouses.
- No dresses or clothing exposing a bare chest or midriff.
- No camouflage attire.
- No worn or tattered clothing with holes.
- No clothing with logos that contain pictures, slogans, or vulgarity, or contain signs or symbols of security threat groups (STG), or any clothing determined by the processing officer to be associated with any STG. The association may be made by color combination, designs, or logos, affixed to the clothing, or the manner in which the clothing is worn.
- Splits in dresses or skirts that extend three inches above the knee, or slits, which cause the entire dress or skirt to be above three inches above the knee, will not be permitted.
- No bandannas.
- Visitors may not wear excessive clothing such as two pairs of pants or an extra shirt under their top layer of clothing. This is necessary to prohibit the exchange of clothing between inmates and visitors.
- No unauthorized clothing item may be concealed beneath another item of clothing.
- Prosthesis, artificial limbs (plastic or other substances), and cardiac pacemakers and defibrillators shall be allowed and the visitor may be required to present a current doctor's note.
- Handicapped visitors may bring their wheelchairs, walkers, canes, etc. All items will be subject to search.
- No medications will be permitted inside the institution, except nitroglycerin and asthma inhalers.
- Hats are to be worn with bill to the front. No hats are to be worn in the visitation lobby.
- No sunglasses or shades unless prescription.
- No jogging or sweat pants that button above the knee are allowed.
- All offenders will be dressed in the official Tennessee Department of Correction uniform. No gray T-shirts or thermals (top and/or bottom) are to be worn. No part of the Tennessee Department of Correction uniform may be removed at any time. Offenders will not be allowed to bring coats into visitation or picnic areas. Offenders will not be allowed to wear any jewelry, except for wedding band to visitation.
- Visitors are required to wear their identification cards at all times.

12. ACCESS TO THE VISITATION AREA

A temporary visitation list will be completed that contain only immediate family members that the inmate desires to visit when the inmate is first incarcerated at The Tennessee Prison for Women in ID Intake. The list will only be good for the inmates first sixty days of incarceration in the TDOC. During this time, all newly committed offenders need to mail visitation applications to people they desire to visit. The prospective visitor needs to completely fill out the visitation application and return it to The Deputy Warden at The Tennessee Prison for Women for processing. It is imperative that The inmate does not wait too long to start the process due to the fact that it can take up to thirty days to process a visitation application.

All immediate family members who apply and eight additional adults may be approved to visit an inmate upon receipt of the Visitor Application (CR-2152)

Every visitor regardless of age shall have an approved visitation application (CR-2152) on file. Children age six and older shall have a photograph (not photocopy) attached to their visitor application. Children under eighteen years of age may visit if they are accompanied by their parent, legal guardian, or guardian who is also on the inmates approved visiting list. The requirements do not apply if a visitor is under the age of 18 and legally married to the inmate they are visiting. Proof of marriage must be provided. Identification is not required for children under the age of 16 years of age: however a visitation application CR-2152 with a recent picture must be on file. The custodial parent or legal guardian must provide a completed and notarized Parental Consent/Release for Minor's Visitation Form (CR-2152, page 2). Which designates permission for the assigned visitors (as guardians) to accompany the child to visit and consent for the child to be searched. Visitors with minors who are visiting inmates with sex related offenses against children are to sign CR-3619 form – Contact Visitation with Minors Agreement.

All sections of the CR-2152 shall be completed. If any falsification of the CR-2152 occurs by the visitor applicant, the visitor applicant shall not be allowed to resubmit a visitor application for a minimum of six months.

Visitors may visit no more than one, nor be on no more than one, inmate's visitor list unless the visitor is an immediate family member of both inmates. Proof of relationship may be required.

All visitors will be required to report to checkpoint at the times listed in the Visitation days and hours section. The visitor will need to sign in/out and provide acceptable identification at checkpoint. No items are allowed to be brought in for an inmate during visitation. Note: This does not include authorized picnic items. All visitors for inmates housed at the Annex are to report to checkpoint at the main compound to be processed in before entering the Annex to visit.

Visitors shall not be allowed to bring any items into the visitation area except:

Vending machines (main and annex) require a debit card. You purchase them for one dollar and add money to it. In order to purchase this card you need to bring a one (1) dollar bill.

Any visitor with a baby may bring in no more than three (3) diapers, two (2) clear plastic bottles and one (1) sealed can of milk or formula, sealed dry cereal. Baby food in sealed plastic containers, no glass containers will be permitted

Car Key (The one that opens the door.) All other items will be required to be left in your automobile. Government issued I.D. Card.

Persons the Warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.

13. NCIC BACKGROUND CHECK INFORMATION

All visitors are subject to a NCIC background check.

14. VISITATION RULES

Any visitor may be denied entrance to the visitation area for any reason including but not limited to:

- Refusing to show proper identification.
- Refusing to submit to a search.
- Appearing to be under the influence of drugs or alcohol.
- Insufficient space for visiting.
- Possession of contraband.
- Inappropriate dress.
- Displaying of security threat group (STG) symbols or affiliation.

Socially acceptable behavior is required of all visitors and inmates. Loud talking, vulgar actions, yelling, arguing, and offensive or violent behavior are prohibited. Visitors and offenders are permitted to **BRIEFLY** hug and kiss each other upon entering and leaving **ONLY**. Inmates and visitors are required to take appropriate care of state property. Professional courtesy will prevail at all times.

Visits may be terminated or denied for violation, including but not limited to the following:

- Inflammatory comments
- Profanity
- Cursing, threatening or harassing other offenders, visitors, or employees
- Pushing or attempting to strike others
- Attempting to introduce an item(s), which is not permitted, or leaving such items on the property.
- Necking, petting or fondling
- Inappropriate sexual contact
- Not controlling children at ALL times
- Constant violation of rules

Inmates are responsible for the conduct of their visitors. Any misconduct or violation of these rules may result in termination of the visit and loss of visitation privileges. When children are in the play areas or gym equipment areas, they are to be accompanied by an adult or remain at their tables.

Visitors may be asked to leave the premises by the shift supervisor at the request of the officer on duty if:

- The visitor appears to be intoxicated.
- The visitor creates a disturbance.
- The visitor and offender engage in physical contact that is socially unacceptable in Public.
- The visitor's behavior or presence jeopardized the security of the facility. (Any
- Violation of the rules jeopardizes security).

Visitors will not be allowed to pick up items during visitation unless prior arrangements are made and approved

15. TRANSPORTATION SERVICES

There is no direct local bus service to Tennessee Prison for Women.

The nearest bus stop is on Clarksville Highway, which is just over a mile from Tennessee Prison for Women.

For more specific information or bus route, call:

Metro Transit Authority	862-5950
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The following taxi services are available:

Music City Taxi Company	742-3030	226-3006
Checker Cab Company	256-7000	
Yellow Cab Company	256-0101	256-3434

16. COMPLAINT REFERRALS

Visitors: If you have a concern, complaint, or question and are at The Tennessee Prison for Women, feel free to ask for the Visitation Supervisor at Checkpoint. The supervisor attempt to resolve your situation to the best of their ability.

The Visitation Supervisors phone number is 615-741-1255- ext. 1273

If they are unable to help you or get you going in the right direction you can also contact the Deputy Warden at 615-741-1255 ext. 7214

Inmates: If you have a concern, complaint, or question please feel free to write a unit referral to the Visitation Sergeant. Other avenues you can take are through your unit team, shift commander, or the Warden or Deputy Warden.

17. TITLE VI

Title VI of the Civil Rights Act of 1964 requires that federally assisted programs be free of discrimination and the Tennessee Department of Corrections also requires that all its services be offered equally to eligible persons regardless of race, color, or national origin.

Should you feel that you have been discriminated against; the following avenues are available to address your concerns.

Offenders in TDOC custody should utilize the inmate grievance process. Grievance forms are available in all housing units and in other locations indicated in the offender handbook. TDOC policy 501.01, available in inmate libraries, outlines the time frame and appeal process for Title VI grievances.

Visitors and other individuals should contact the local Title VI coordinator by letter or telephone. No special forms are required to lodge a Title VI complaint.

Local Title VI Coordinator

Debra K. Johnson, Deputy Warden

3881 Stewarts Lane, Nashville TN 37243

Phone Number: 615-741-1255 ext. 7214, Fax: 615-253-5387

Any individual may file a Title VI complaint with below listed entities. **It is preferable that complaints be registered at the local level first**, however to speed complaint investigations and resolution.

TN Title VI Compliance Commission
TN. Dept. of Personnel
First Floor, James K. Polk Bldg.
505 Deaderick Street
Nashville TN 37243-0635
615-253-6717

U.S. Department of Justice
Coordination and Review Section-NYA
Civil Rights Division
950 Pennsylvania Avenue N.W.
Washington, D.C. 20530
888-848-5306 (toll free voice and TDD)

18. SEARCHES AND CONTRABAND

The Tennessee Prison for Women is a tobacco-free facility. All persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives, and weapons are prohibited. Drug K-9's may be used during vehicle searches. People with valid handgun permits are hereby advised that the possession of weapon(s) while on facility grounds is a violation of TCA 39-16-201, Introduction of Contraband into a Penal Facility, and if these items are found in your vehicle you will be subject to arrest."

A frisk search shall be conducted on all inmate visitors entering the perimeter of a secure institution.

Strip and visual body cavity searches of visitors require the approval of the Warden/designee (shift commander). The approved authorization of search form CR-2156 shall be completed by the staff member designated to conduct the search and returned to the Warden for filing after the visit, along with a written report from the visitation officer.

Based upon a finding of reasonable suspicion for a strip search, any visitor who refuses to submit to the authorized search shall not be admitted nor are they to be forcibly detained. Vital information such as names, addresses, phone numbers, automobile make and model, description and license plate numbers and state of issue should be obtained and recorded. No forcible searches shall be conducted. Any visitor who refuses to submit to any search shall be denied admittance and ordered to leave state property and will not be allowed to visit any inmate in any facility in the state.

The Warden may thereafter consider suspension or termination of visitation privileges in accordance with policy 507.01.

The staff shall prepare a written memorandum detailing the visitor's refusal Member involved and forwarded to the Warden the following Monday morning.

19. SPECIAL VISITATION

Inmates may request special visits for unusual circumstances through their unit manager and must be approved in advance. Certain state agency that require visitation for minors must make arrangements through the Deputy Warden's office.

20. NON CONTACT VISITATION

Maximum-security inmates and segregated inmates may be allowed visitations in a “non-contact visitation room”, within Housing Unit III.

21. WEEKEND CHILD VISITATION

Weekend child visitation is a privilege that must be earned through good behavior.

In order for the visit to go smoothly and to insure the safety and well being of the child, the following rules must be observed:

- All visits must be requested and approved in advance, through the inmate’s unit management team. The process is initiated by the inmate requesting the visit.
- The child must be between the ages of three months and five years (up to their sixth birthday).
- Children may arrive no earlier than 4:45 p.m. on Friday and must be picked up no later than 3:30 p.m. on Sunday.
- Children will not be released to anyone other than the person whose name is listed on the Child Visitation Form and proper identification will be required. These people are not required to be on the inmate’s regular approved visitation list. This person must also be available throughout the weekend to pick the child up in the event of an emergency. Their phone number must be provided.
- The child must be in good health at the time of the visit. No medications can be brought in with them.
- If the child is suspected to be ill or to have any communicable disease (including lice, scabies, impetigo or any type of rash) the shift supervisor will consult the medical staff to determine if the visit should be allowed to proceed.
- Each child must bring enough clothing for the entire visit. Sufficient diapers (disposable only), formula and baby food must be provided for infants.
- There must be an approved visitation form on file before visitation request is submitted for approval. Birth certificate should be on file as well.
- Grandmothers are allowed weekend visitation during the month of March, June, September, and December.
- Inmates with sexual abuse charges against minors are not allowed weekend child visitation.

22. HELPFUL HINTS

To make your visit a more pleasant experience for yourself and you friend or family member, please keep the following things in mind:

1. Be patient if there is a backlog of visitors waiting to be processed. The officers are working as quickly as possible, but they must be thorough in their processing and searching of visitors.

2. Do not arrive for your visit within an hour of head count. The cut off time for visitation during that time is 10:00 a.m. in order to have an out-of-count turned in at the proper time. This will always require an additional wait. We will begin processing visitors in at 11:30 a.m. or after count clears if past 11:30 a.m. If you arrive during this time, we ask that you wait in your vehicle until visitation processing begins at 11:30 a.m.
3. Ask a staff member if you are unsure as to whether a certain item or conduct is allowable.
4. Do not bring in any thing that is not listed under allowable items. Doing so will result in additional delays.
5. Do not bring a sick child for visitation. The visitation areas are often crowded and the child will be uncomfortable and could spread communicable diseases to a large number of people.
6. Remember that for most inmates, visitation is the highlight of the week. Visit as often as possible and have a pleasant time with your friend or family member.
7. One car key is the only key allowed in the visitation area (**Note: The key that unlocks your vehicle**). Any other type of key should remain in your vehicle, as failure to do so will delay your visitation, as you will be required to return any other keys to your vehicle.
8. Vehicles are to be secured with windows up. If not, you will need to return to your vehicle. This will automatically terminate your visit.



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